

**STATE OF GEORGIA**  
**PROPOSED RECORDS RETENTION SCHEDULE**

<i>This data to be entered by the Records Retention Program</i>	Sheet:	<u>  1  </u> of <u>  2  </u>
	Agency Code:	0422
	Schedule #:	2001-0009-01
	Effective Date:	02/09/2001

**Creating**

**Office:** Criminal Justice Coordinating Council (CJCC), Grants Administration Division,  
503 Oak Place, Suite 540, Atlanta GA 30349

**Jurisdiction(s)**

**Application**            **New:** New  
**Type:**                **Amend:**

**Series Title:** Local Law Enforcement Block Grant (LLEBG) Program Files

**Dates of**  
**Series:** 1996 through Ongoing

**Access:** Open

**Function**            The Criminal Justice Coordinating Council (CJCC) administers the LLEBG  
**Documented:**        program, which provides funding for various local and state law enforcement  
                         projects throughout the State of Georgia. Examples of programs funded under  
                         LLEBG include local and state law enforcement equipment purchases, hiring  
                         and overtime costs.

**Consists of:** Financial documents from sub-grantees, audit reports from site visits,  
Program/Project overview documentation

**Arrangement:** Chronological by year, then by sub-grant award number as assigned by CJCC.

**Indexed by:** Computer indexed in Grants Management Information System (GMIS), then by  
sub-grant award number.

**Retention Requirement:** Following closeout, one (1) year on-site, three (3) years at State Records  
Center

**State Law or Regulation:** 0  
**Federal Law or Regulation:** Three (3) years, (28 CFT Ch1 § 66.42 ), or until completion of  
any audit, litigation, claim, negotiation or other action and  
                         resolution of all issues which arise from it, whichever is later.  
**Audit Period:** 0  
**Administrative Need:** Four (4) years.

**Standard Cutoff**

**Event:** Federal Fiscal Year

**Total Retention:** Temporary Record - Four (4) years.

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*The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.*

Authorized by: L. Gale Buckner, Director 04/02/01  
Agency Head, or Designee (type name and title here) Date

Concur: Labyi Tilligame, Program Director 4.2.01  
Creating Office Administrator (type name and title here) Date

Submitted by: Dianne Williams, Dep. Dir. 04/02/01  
Records Management Officer (type name and title here) Date

*The State Records Committee approves this recommended retention period for the named records series by the named creating office.*

Signed: D. Carmicheal 4/2/01  
David Carmicheal, Secretary of State Designee Date